

## **BUSINESS ADMINISTRATOR**

Harrisburg, the Capital City of Pennsylvania, is accepting applications for the position of Business Administrator. This is a senior, cabinet-level position that serves as chief administrative officer of the City of Harrisburg. This position is responsible for the management, administration, and supervision of City-wide accounting and financial management functions, including planning, directing and controlling all departments' budgets to see that they are in conformance with policy directives, rules and regulations, and the Administrative Codes. Develops, plans and administers the activities of the Department of Administration, which involves responsibility for the Bureau of Human Resources, Bureau of Financial Management (which includes accounting, budget and analysis, and purchasing), Bureau of Information and Technology, and the Bureau of Operations and Revenue.

The Business Administrator provides professional and technical advice to the Office Heads/Department Directors and Bureau Chiefs and participates in those areas of work requiring his/her resource and knowledge. Policy direction is received from the Mayor; however, he/she exercises considerable independence and initiative in work performance and supervision of Department of Administration staff. Work is performed under the direct supervision of the Mayor. This is a management, FLSA-exempt position.

Qualified applicants will have a bachelor's degree in Public Administration or Business Administration, Finance or a closely related field, plus three to five years of experience in municipal administration; a master's degree and experience working in local government preferred; four years of experience in a supervisory capacity with progressive financial responsibilities; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. A valid Pennsylvania driver's license, class C, or equivalent is also required.

The salary range is up to \$75,000, depending on qualifications, plus excellent fringe benefits. The successful candidate must establish residency within the corporate limits of the City of Harrisburg within one year from date of hire.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@cityofhbq.com](mailto:HR@cityofhbq.com) **(electronic submission preferred)**

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov](http://www.harrisburgpa.gov)

**JOB TITLE****GRADE: M-38****BUSINESS ADMINISTRATOR – DEPARTMENT OF ADMINISTRATION****GENERAL STATEMENT OF DUTIES:**

This is a senior, cabinet-level position that serves as chief administrative officer of the City of Harrisburg. This position requires a high level of administrative and supervisory work, including planning, directing and controlling the functions of all departments' budgets to see that they are in conformance with policy directives, rules and regulations, and the Administrative Codes.

An employee in this position has the responsibility for the management, administration, and supervision of all financial, purchasing, data processing and risk management functions of the City. The position manages City-wide accounting and financial management functions involving the review and verification of all transactions and all accounting processes.

Develops, plans and administers the activities of the Department of Administration, which involves responsibility for the Bureau of Human Resources, Bureau of Financial Management (which includes accounting, budget and analysis, and purchasing), Bureau of Information and Technology, and the Bureau of Operations and Revenue.

The Business Administrator provides professional and technical advice to the Office Heads/Department Directors and Bureau Chiefs and participates in those areas of work requiring his/her resource and knowledge. Policy direction is received from the Mayor; however, he/she exercises considerable independence and initiative in work performance and supervision of Department of Administration staff. Work is performed under the direct supervision of the Mayor. This is a management, FLSA-exempt position.

**JOB LOCATION/EQUIPMENT:**

The Rev. Dr. Martin Luther King, Jr. City Government Center, Suite 302, 10 North 2<sup>nd</sup> Street, Harrisburg, PA. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, this position requires twenty-four hour daily availability with evening, weekend and occasional holiday duties. Work involves the use office equipment, such as a personal computer and printer, copy machine, fax machine, telephone and other technological devices as necessary or required.

**ESSENTIAL FUNCTIONS:**

Conducts the business affairs of the City of Harrisburg. Assists the Mayor in the development and presentation of the capital and operating budgets to Harrisburg City Council, answering relative questions and developing additional justifications as required.

Works with Department and Office Directors to plan, organize, coordinate, evaluate and implement all programs, activities and personnel for the various City operations.

**JOB TITLE****GRADE: M-38****BUSINESS ADMINISTRATOR – DEPARTMENT OF ADMINISTRATION****ESSENTIAL FUNCTIONS (CONT.):**

Develops City-wide policies dealing with operational matters. Directs the implementation and enforcement of all policies, ordinances and regulations.

Directs the preparation of, monitors and provides recommendations for corrective action on the City's budget. Reviews budget operations and fiscal processes and makes recommendations for improvements.

Maintains a system of internal controls.

Directs the preparation of all financial statements required by law or upon the request of the Mayor, Council, the Commonwealth of Pennsylvania, Federal government or other governmental agencies.

Manages the City's investment program with the goal of maximizing investment return while maintaining adequate liquidity to meet ongoing cash flow needs.

Oversees the administration of City debt, including timely payment of principal, interest and sinking fund payments. Manages the disbursement and control of bond proceeds and compliance with IRS arbitrage requirements and Electronic Municipal Market Access System (EMMA) notifications and advisories.

Provides staff assistance to independent auditors.

Oversees the City's records management program.

Plans, organizes and directs the activities of the Bureau of Human Resources, Bureau of Financial Management, Bureau of Operations and Revenue, and Bureau of Information and Technology.

Reviews personnel actions establishing new positions for essentiality and to assure that sufficient funds are available. Reviews and approves personnel changes, budget transfers and override requests. Handles all grievances on third step level. Serves on City's team for contract negotiations.

Represents the Administration at City Council budget hearings. Serves on the City of Harrisburg Police Pension Board and on other Boards and Commissions as directed by the Mayor.

Approves all bid specifications and contracts.

Signs all City contracts which require dispersal of funds.

**JOB TITLE****GRADE: M-38****BUSINESS ADMINISTRATOR – DEPARTMENT OF ADMINISTRATION****ESSENTIAL FUNCTIONS (CONT.):**

Provides statistical and operational reports as requested by various City Authorities.

Advises and provides City Council members and committees with information and guidance in the development of City legislation related to the Department of Administration and on all City financial matters.

Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition, which includes not being under the influence or impaired by the use of alcohol and/or drugs.

Establishes and maintains an effective working relationship with supervisors, co-workers and the general public.

Completes all assignments in an efficient, consistent and timely manner.

**NON-ESSENTIAL FUNCTIONS:**

Serves on the Emergency Management Team and other boards and commissions and internal committees as assigned. Performs all other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to interpret, analyze and troubleshoot complex financial packages, including financial statements, tax credits and bonds.
- Ability to analyze complex problems and reach sound conclusions.
- Ability to effectively organize, lead, direct and control and motivate personnel.
- Ability to conceptualize, develop and implement policies and procedures for improving and facilitating departmental programs.
- Ability to organize and coordinate the efforts of City departments with other governmental and private agencies to accomplish the City's goals and objectives.
- Ability to analyze a variety of administrative, operational, fiscal and social problems and effect resolutions.
- Ability to solve budgetary problems.
- Ability to develop and implement operational procedures.
- Ability to effectively communicate, both orally and in writing.
- Ability to maintain harmonious and effective working relationships with employees, elected officials and the general public.
- Comprehensive knowledge of the principles of program development, public budgeting and techniques used in the practices of public administration.
- Comprehensive knowledge of technical and professional principles and skills of governmental accounting and financial management including capital and operational budgetary procedures.

**JOB TITLE****GRADE: M-38****BUSINESS ADMINISTRATOR – DEPARTMENT OF ADMINISTRATION****REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (CONT.):**

- Knowledge of accounting regulations and requirements established by federal and state agencies.
- Knowledge of computerized financial management system capabilities and procedures.
- Knowledge of Microsoft Word, Excel and Outlook. (Replace this with relevant software if it is not MS)
- Knowledge of personnel and labor management especially public sector labor law, employment benefit management and public sector pensions.
- Knowledge of purchasing, procurement, grant administration and project management techniques and requirements.
- Strong knowledge of acceptable supervisory practices and techniques.
- Maintain professional demeanor in spite of confrontational atmosphere.
- Thorough knowledge of municipal government operations.
- Thorough knowledge of the principles underlying the laws and regulations of the City.
- Thorough knowledge of supervisory methods and techniques.
- Thorough knowledge of private financing and business underwriting.

**QUALIFICATIONS:**

Bachelor's degree in Public Administration or Business Administration, Finance or related field, plus three to five years of experience in municipal government; a master's degree and experience working in local government preferred; four years of experience in a supervisory capacity with progressive financial responsibilities; or any equivalent combination of experience and training which provides the knowledge, skills and abilities needed to perform the Essential Functions of the position. A valid Pennsylvania driver's license, class C, or equivalent.